

**FINANCE COMMITTEE MINUTES**  
**Tuesday, October 24, 2017**  
**City Hall, Room 207**  
**4:30 p.m.**

MEMBERS PRESENT: Chairperson Ald. Joe Moore, Vice Chairperson Ald. Mark Steuer, Ald. Tom Sladek; Ald. Tom DeWane.

OTHERS PRESENT: Finance Director Diana Ellenbecker, Assistant Finance Director, Pam Manley, Purchasing Manager Rick Jensen, Ald. Dave Nennig, Ald. Barb Dorff, Ald. Guy Zima, Ald. Andy Nicholson, Atty. Vanessa Chavez, IT Administrator Mike Hronek, Robyn Hallet, Cheryl Renier-Wigg, City Clerk Kris Teske, Chief of Staff Celestine Jeffreys, and other interested parties.

1. Roll Call.

The meeting was called to order at 4:44pm.

2. Approval of the Agenda.

Motion to approve agenda as presented made by Ald. Steuer and seconded by Ald. Sladek. Motion carried.

3. Approval of the minutes from the October 10, 2017 Finance Committee meeting.

Motion to approve minutes as presented made by Ald. Sladek and seconded by Ald. Steuer. Motion carried.

4. Report of the Purchasing Manager:

- a. Consideration with possible action on a request for approval to award a 3 year contract for Financial Auditing Services for the City of Green Bay and Green Bay Metro Transit to Schenck SC for \$168,750, plus two 1-year renewal options.

Purchasing Manager Jensen spoke on this item. This was an RFP for auditing services for the City of Green Bay and Green Bay Metro. Two bids were received.

Recommendation is to award to highest scoring proposer which also happens to be the lowest responsive bid.

Ald Steuer asked if the estimated annual hours are capped. Purchasing Manager Jensen stated that it is a lump sum. Schenk has done our annual audits for at least 10 years, so they know how much time they need to spend. The City has never been charged for additional hours unless work that is not covered under the contract is requested.

Motion made by Ald. DeWane and seconded by Ald. Steuer to approve award of a 3 year contract for Financial Auditing Services for the City of Green Bay and Green Bay

Metro Transit to Schenck SC for \$168,750, plus two 1-year renewal options. There were no objections and motion carried.

- b. Consideration with possible action on a request for approval to award a 5 year contract for Copy Machines and Maintenance for the Document Center to Bartelt Business Machines, Inc. for \$101,882.

Purchasing Manager Jensen spoke on this item. These machines are used in the print shop at City Hall. We worked with the four manufacturers that are on the state of Wisconsin contract and used that as a starting point for our specifications. All four vendors were interviewed and allowed to make a presentation. Recommendation is to award to the low cost vendor. The price includes the cost of the equipment and all maintenance fees.

Motion made by Ald. Sladek and seconded by Ald. DeWane to approve award of a 5 year contract for Copy Machines and Maintenance for the Document Center to Bartelt Business Machines, Inc. for \$101,882. There were no objections and motion carried.

- c. Report the purchase of 27 vehicles for various City Departments through the State of Wisconsin Vendornet Contract for \$697,879.

Purchasing Manager Jensen stated these vehicles have all been budgeted for.

Motion made by Ald. Sladek and seconded by Ald. Steuer to receive and place on file report of the purchase of 27 vehicles for various City Departments through the State of Wisconsin Vendornet Contract for \$697,879. There were no objections and motion carried.

Ald. DeWane asked what happens to the old vehicles. Purchasing Manager Jensen stated that they either go to public auction or they are put on a surplus website and sold to the highest bidder. Ald. Steuer asked if there were any records showing what money was recouped. Finance Director Ellenbecker stated all sales are recorded under the same account so at any time a report could be run. Ald Steuer asked the information could be provided annually or at budget time. Purchasing Manager Jensen stated that the Police Department does put a line item in their budget for trade-ins.

- d. Consideration with possible action on a request for approval to purchase 2018 budgeted cars and light trucks through the State of Wisconsin Vendornet Contract.

Purchasing Manager Jensen stated we are asking for pre-approval to purchase vehicles that are in the 2018 budget using the same format as before.

Motion made by Ald. Sladek and seconded by Ald. Steuer to approve purchase of 2018 budgeted cars and light trucks through the State of Wisconsin Vendornet Contract. There were no objections and motion carried.

Ald. DeWane asked if we know how many vehicles. Purchasing Manager Jensen stated we won't know that until the budget is approved.

5. Discussion with possible action regarding the financial impact to the general levy for property owned by the Green Bay Housing Authority.

Ald. Moore stated we are looking at what is the potential of putting these properties back onto the tax roll and how it would affect the tax levy and any potential profit from the sale of the property as well as what revenues and costs that are currently involved in these properties.

Finance Director Ellenbecker clarified that the item should be Green Bay Housing and not Brown County Housing. Director Ellenbecker handed out additional information regarding this item which shows over 40 properties that are owned by Green Bay Housing. In 2015 the assessed value was \$3.8 million and Mason Manor's value was assessed at \$4.3 million. If all the properties were on the tax roll based on 2017 budget, the amount would be \$72,000 income. HUD payments which are made in lieu of taxes and are based on income, for 2017 total \$42,000.00. Director Ellenbecker stated each city department such as payroll, law, HR, IT chargeback GB Housing for their services, equipment and supplies.

Ald DeWane asked if each council member could get a copy of the chargebacks for the last couple of years. Director Ellenbecker said that she could gather that information for the council.

Ald. Moore asked what happens in a situation when the City purchases property owned by GB Housing. Robyn Hallet, GB Housing Administrator stated because these are two separate entities, the City purchases the property from GB Housing, so the payment would go to GB Housing. According to HUD, GB Housing is required to purchase another property.

Ald. DeWane asked what HUD's minimum requirement for housing is. Robyn stated GB Housing has an annual contributions contract with HUD which indicates the number of properties GB Housing has and if one was disposed of, the contract requires it to be replaced.

Ald. DeWane asked for something showing the number of properties HUD requires us to have. Discussion continued on the assessed value of the properties and what happens to the houses and tenants if they are sold.

Ald. Nicholson suggested that if the committee wants to pursue this, they should look at the contract because he received information that the City is not required to be in the Housing Authority.

Ald. Steuer asked Robin if the 42 properties were no longer available what affect she feels that would have. Robin stated there are 50 families that would not have subsidies to help pay their rent. Ald. Sladek asked if these families could be put on the voucher program. Robin stated they would have to apply and it would not be a guarantee.

Ald Sladek feels it is worth taking a look at getting these properties onto the City tax roll. Cheryl Renier-Wigg stated we need to check with the Law Department because these properties are in the name of the Housing Authority and she does not know if City Council can take directive to dissolve the Housing Authority.

Motion made by Ald. Moore and seconded by Ald. DeWane to place on hold and review at November meeting. To have Legal and HUD representatives available to answer questions. Provide contract between GB Housing and HUD available for review and to have data on police calls to these properties. There were no objections and motion carried.

6. Discussion with possible action regarding the Legislative Management Systems contract.

Purchasing Manager Jensen spoke on this item. This contract was awarded in July of this year. The day after the contract was signed the company was bought out by a larger company. The concern is that the company will not be able to deliver the product they promised. We are asking that the current contract be terminated and approve award to a different company which is the same company that is contracted to do the website.

Ald. Sladek asked Purchasing Manager Jensen why he believes the company is not going to deliver what they promised. Purchasing Manager Jensen said because there is a conflict of interest. The original company was willing to work with the company hired to do the website. The new company is a direct competitor of the company hired to do the website and it is not in their interest to allow single search capability. Purchasing Manager Jensen stated because of clauses in the contract we can legally terminate the contract.

Motion made by Ald. Moore and seconded by Ald. Steuer to approve terminating contract for Legislative Management Systems. Ald. Sladek has concerns about terminating the contract.

Ald. Moore left meeting at 5:30pm.

IT Administrator Mike Hronek was asked to speak on this item. He stated that neither company has been in discussion to provide the single search engine. We were told by both companies that they would work together but we have not received word that either company has been in contact.

Atty. Chavez stated there is a clause in the contract that does allow us to terminate at any time. So as long as we have not done anything to violate the contract we are not in breach of the contract.

Motion made by Ald. Sladek and seconded by Ald. Steuer to hold for 30 days and contact vendor in writing to ask if they can/cannot fulfill the contract. Ald. DeWane voted no. Motion passed.

7. Request by the Finance Director to report out year to date operations through September 2017.

Finance Director Ellenbecker gave a brief overview of the report.

Motion made by Ald. Sladek and seconded by Ald. DeWane to receive and place on file the year to date operations report through September 2017. There were no objections and motion carried.

8. Report of the Finance Director.

Motion made by Ald. Sladek and seconded by Ald. DeWane to receive and place on file the Report of the Finance Director. There were no objections and motion carried.

Motion made by Ald. DeWane and seconded by Ald. Sladek to adjourn meeting. Motion carried. Meeting adjourned at 5:58 p.m.

2017 Contingency Fund  
\$79,568.75